



# SE-390

## Notice to Proceed

AGENCY: \_\_\_\_\_  
(Name)

PROJECT: \_\_\_\_\_  
(Number) (Name)

TO: \_\_\_\_\_  
(Contractor's Name)

**NOTICE:** You are hereby notified that your Contract for the subject Project has been executed by the Agency and that you are hereby given Notice To Proceed with the Work of the Project. A preconstruction meeting will be held on the date set below.

The Date of Commencement and Initial Contract Time are fixed below and shall be used in determining the initial dates for Substantial and Final Completion, for establishing the Contractor's entitlement to an Early Completion Award, if any, and for assessing Liquidated Damages, if any.

Failure to commence actual physical work on this Project within Fourteen (14) Days from the Date of Commencement will entitle the Agency to consider you in material breach of this Contract. In this event, the Agency may withdraw this Notice to Proceed and terminate the Contract in accordance with the Contract Documents.

**DATE OF NOTICE TO PROCEED:** \_\_\_\_\_

**DATE OF COMMENCEMENT:** \_\_\_\_\_  
(should be no less than 7 days after NTP)

**INITIAL CONTRACT TIME: (days)** \_\_\_\_\_

**INITIAL DATE FOR SUBSTANTIAL COMPLETION:** \_\_\_\_\_

**FINAL COMPLETION TIME: (days)** \_\_\_\_\_

**INITIAL DATE FOR FINAL COMPLETION:** \_\_\_\_\_

**DATE FOR PRECONSTRUCTION MEETING:** \_\_\_\_\_

An Early Completion Award in the amount of \_\_\_\_\_ per day will be paid in accordance with the Contract Documents.

Step One Liquidated Damages will be assessed in the amount of \_\_\_\_\_ per day in accordance with the Contract Documents.

Step Two Liquidated Damages will be assessed in the amount of \_\_\_\_\_ per day in accordance with the Contract Documents.

**BY:** \_\_\_\_\_  
(Signature of Agency Representative)

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
(Print or Type Name of Agency Representative)

\_\_\_\_\_  
(Title)

Instructions to Agency: Complete this form and send to the Contractor, with a copy sent to OSE.